



# WALLA WALLA COUNTY

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## EMPLOYMENT OPPORTUNITY

### Walla Walla County Public Works

**Position:** Public Works Technician IV  
**Starting Salary:** \$5,535 to \$7,418 per month DOE, DOQ  
**Location:** Public Works Department  
**Employment Type:** Full-time (40 hrs./wk.); FLSA Exempt, Benefits Apply  
 Open until filled

**Full time benefits include:**

- County pays \$1,500 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members.
- Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS)
- HRA Veba account: Employer contribution may apply
- Wellness program
- Deferred compensation plans offered
- Twelve paid holidays annually
- Vacation accrual based on seniority
- Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.co.walla-walla.wa.us) for detailed benefits information.

**Brief Duties and Responsibilities:** A complex, advanced civil engineering technician position requiring substantial and advanced knowledge of a variety of public works procedures and activities in at least four of the essential functions listed below. It also requires supervisory experience in one or more of these areas and the ability to execute functions with limited supervision. See the job description at: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)

**Working Conditions:** Work involves both indoor work and outdoor work in varying types of weather throughout the year. Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing, and occasionally lifting more than 50 pounds. Indoor work requires sitting and dexterity to operate phones, computers, and related equipment. Requires the ability to effectively communicate with co-workers and the public.

**Minimum Qualifications:** Five (5) years of experience as a Public Works Technician III or equivalent, and an additional two hundred forty (240) instructional hours of training in a combination of the following areas; construction management, surveying, drafting, engineering design, GIS applications, construction inspection, project scheduling, project management, supervisory skills or related fields, NICET-Level VI certification in one or more work elements, OR B.S in Civil Engineering or related field. Engineer-IN-Training (EIT) Certification preferred.

**Application:** Application, resume, and cover letter required. To apply online and view the job description please go to the County website: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us).

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEW**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**

**WALLA WALLA COUNTY  
POSITION DESCRIPTION**

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**JOB TITLE:** PUBLIC WORKS TECHNICIAN IV

**DEPARTMENT:** PUBLIC WORKS

**REPORTS TO:** CHIEF OF ENGINEERING & CONSTRUCTION

**PAY GRADE:** 7; Full Time; FSLA Exempt; Benefits apply

**JOB SUMMARY:** A complex, advanced civil engineering technician position requiring substantial and advanced knowledge of a variety of public works procedures and activities in at least four of the essential functions listed below. It also requires supervisory experience in one or more of these areas and the ability to execute functions with limited supervision.

**SUPERVISORY RESPONSIBILITIES:** Serves as team leader and project manager on various projects and may supervise numerous employees in that capacity. Serves as a primary advisor to the Chief of Engineering and Construction regarding the engineering and construction of roads, bridges, and other public works projects county-wide.

**ESSENTIAL FUNCTIONS:**

- Manages the production of plans and specifications for public works projects.
- Manages all aspects of construction for public works projects.
- Establishes project schedules, timelines, cost estimates and resource requirements.
- Plans, schedules, and coordinates projects with government agencies, utilities, private companies, and the public.
- Updates and maintains all county road files and records.
- Manages county road permitting activities, addressing, variances, franchises, utility coordination.
- Oversees review of new development transportation infrastructure and stormwater facilities.
- Collects data, interprets results and writes reports and recommendations on transportation related tasks.
- Completes in depth analysis to write and submit competitive transportation grants.

**EXAMPLES OF DUTIES:**

- Assists with design, surveying and drafting of public works projects.
- Reviews plans and specifications for completeness and accuracy.
- Develops project cost estimates.
- Assists with construction inspection and contract administration requirements.
- Assists with priority programming of public works projects.
- Provides technical support and training to staff.
- Ensures quality control of all materials incorporated in public works projects.

- Inspects public works projects.
- Interprets plans and specifications to ensure work meets specific and overall goals.
- Performs work independently given limited and general direction.
- Negotiates and manages contracts for consultant services.
- Manages interlocal agreements, development agreements and grant funding agreements.
- Participates in public outreach programs.
- Ensures project compliance with NPDES-Phase II stormwater permit requirements.
- Works with contractors/developers to ensure compliance with county road standards, stormwater requirements and mitigate pollutant effects during and after construction.

**EQUIPMENT TO BE USED:** Computers and related software, engineering and design programs, various printers, scanners and plotters, survey equipment and motorized vehicles.

**WORKING ENVIRONMENT/PHYSICAL ABILITIES:** Work involves both indoor work and outdoor work in various types of weather conditions throughout the year. Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as, but not limited to, bending, reaching, standing, and occasionally lifting more than fifty (50) pounds. Indoor work requires sitting for extended periods of time and dexterity to operate phones, computers, and related equipment.

**KNOWLEDGE AND ABILITIES:**

- Requires strong communication (oral and written) and problem-solving skills through extensive interaction with the public, contractors, utilities, and other agencies as well as co-workers.
- Knowledge and understanding of civil engineering principles, procedures, methodologies, and design standards.
- Knowledge of construction materials and methods.
- Knowledge of construction plans and specifications.
- Knowledge of Computer Aided Design (Civil 3D) and Geographic Information Systems as well as proficiency in personal computer use (spreadsheets, word processing and database applications).
- Knowledge of federal, state, and local laws, regulations and standards regarding design and construction of civil works projects and new commercial and residential development.
- Knowledge of NPDES Phase II and other stormwater requirements.
- Ability to work independently, analyze situations and adopt effective courses of action, and meet schedules and timelines without direct supervision.
- Ability to recognize potential problems and recommend solutions and resolve issues.
- Ability to manage and direct activities of professionals and sub professionals.
- Ability to establish and maintain effective working relationships with other employees, public and private agencies, and the public.
- Ability to understand, express, and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.

**EXPERIENCE, EDUCATION AND TRAINING:**

- Five (5) years as a Public Works Technician III or equivalent, AND
- An additional two hundred forty (240) instructional hours of training in a combination of the following areas: construction management, surveying, drafting, engineering design, GIS applications, construction inspection, project scheduling, project management, supervisory skills or related fields, OR
- NICET - Level IV certification in one or more work elements OR
- B.S in Civil Engineering or related field.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Engineer -In-Training (EIT) Certification preferred.
- Must possess a valid driver's license.
- Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT**